

HIGH-LEVEL WBS for ETS2 AGENCY TRANSITION

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| ID | Task Name |
|----|--------------------------------------------------------------------|
| 1 | 1 Acquisition |
| 2 | 1.1 Establish source selection committee |
| 3 | 1.2 Draft and issue RFP/RFQ |
| 4 | 1.3 Receive and evaluate proposals |
| 5 | 1.4 Conduct and evaluate demonstrations |
| 6 | 1.5 Conduct and evaluate IV&V testing |
| 7 | 1.6 Select ETS2 contractor |
| 8 | 1.7 Negotiate and issue ETS2 Task Order |
| 9 | 1.8 Notify current ETS vendor of Transition Date |
| 10 | 2 Project Planning |
| 11 | 2.1 Identify/assign agency Transition Team members |
| 12 | 2.2 Develop draft detailed project plan |
| 13 | 2.3 Distribute to stakeholders for feedback |
| 14 | 2.4 Incorporate feedback |
| 15 | 2.5 Distribute detailed project plan |
| 16 | 2.6 Update plan and distribute as the project progresses (ongoing) |
| 17 | 3 Hold Agency-Contractor kick-off meeting |
| 18 | 4 Business Process Review |
| 19 | 4.1 Identify individual roles and job functions |
| 20 | 4.2 Document As-Is process |
| 21 | 4.3 Document To-Be process |
| 22 | 4.4 Conduct As-Is/To-Be Session |
| 23 | 4.4.1 Review and accept To-Be process |
| 24 | 4.4.2 Review Organization Structure |
| 25 | 4.4.3 Review Routing Lists |

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| ID | Task Name |
|----|--------------------------------------------------------------------------------|
| 26 | 4.4.4 Review Groups |
| 27 | 4.4.5 Review User roles and Profiles |
| 28 | 4.4.6 Review Accounting Interaction |
| 29 | 4.5 Compare requirements from As-Is/To-Be Session to existing ETS data (gap ar |
| 30 | 4.6 Identify and agree upon methods to address gap(s) |
| 31 | 4.7 Document agency-specific business rules |
| 32 | 5 Change Management |
| 33 | 5.1 Communications |
| 34 | 5.1.1 Perform stakeholder/requirements analysis |
| 35 | 5.1.2 Develop Communications Plan |
| 36 | 5.1.2.1 Agency travel web site |
| 37 | 5.1.2.2 Agency travel newsletter |
| 38 | 5.1.2.3 Webinars |
| 39 | 5.1.2.4 Special events |
| 40 | 5.1.3 Execute communications plan |
| 41 | 5.2 Training |
| 42 | 5.2.1 Identify and document training requirements |
| 43 | 5.2.2 Develop Training Plan |
| 44 | 5.2.2.1 Computer-based training |
| 45 | 5.2.2.2 Web-based training |
| 46 | 5.2.2.3 On-site training |
| 47 | 5.2.2.4 Training schedule |
| 48 | 5.2.3 Conduct training |
| 49 | 6 Interfaces |
| 50 | 6.1 Financial System Interface |

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| ID | Task Name |
|----|--------------------------------------------------------------|
| 51 | 6.1.1 Develop requirements |
| 52 | 6.1.2 Develop detailed design |
| 53 | 6.1.3 Develop interface |
| 54 | 6.1.4 Test interface |
| 55 | 6.1.5 Develop Integration Agreement |
| 56 | 6.1.6 Develop and approve MOU/ISA |
| 57 | 6.1.7 Deploy interface |
| 58 | 6.2 HR System Interface |
| 59 | 6.2.1 Develop requirements |
| 60 | 6.2.2 Develop detailed design |
| 61 | 6.2.3 Develop interface |
| 62 | 6.2.4 Test interface |
| 63 | 6.2.5 Develop Integration Agreement |
| 64 | 6.2.6 Develop and approve MOU/ISA |
| 65 | 6.2.7 Deploy interface |
| 66 | 7 Data |
| 67 | 7.1 Organization Structure |
| 68 | 7.1.1 Obtain data from current ETS or other preferred source |
| 69 | 7.1.2 Review, update and QC data |
| 70 | 7.1.3 Convert data to format required for ETS2 |
| 71 | 7.1.4 Perform test load of data to ETS2 |
| 72 | 7.1.5 Upload Organization Structure to ETS2 |
| 73 | 7.2 Routing Lists |
| 74 | 7.2.1 Obtain data from current ETS or other preferred source |
| 75 | 7.2.2 Review, update and QC data |

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| ID | Task Name |
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| 76 | 7.2.3 Convert data to format required for ETS2 |
| 77 | 7.2.4 Perform test load of data to ETS2 |
| 78 | 7.2.5 Upload Routing Lists to ETS2 |
| 79 | 7.3 Groups |
| 80 | 7.3.1 Obtain data from current ETS or other preferred source |
| 81 | 7.3.2 Review, update and QC data |
| 82 | 7.3.3 Convert data to format required for ETS2 |
| 83 | 7.3.4 Perform test load of data to ETS2 |
| 84 | 7.3.5 Upload Groups to ETS2 |
| 85 | 7.4 User and Traveler Profiles |
| 86 | 7.4.1 Obtain data from current ETS or other preferred source |
| 87 | 7.4.2 Review, update and QC data |
| 88 | 7.4.3 Convert data to format required for ETS2 |
| 89 | 7.4.4 Perform test load of data to ETS2 |
| 90 | 7.4.5 Upload profiles to ETS2 |
| 91 | 7.5 Accounting Strings |
| 92 | 7.5.1 Obtain data from current ETS or other preferred source |
| 93 | 7.5.2 Review, update and QC data |
| 94 | 7.5.3 Convert data to format required for ETS2 |
| 95 | 7.5.4 Perform test load of data to ETS2 |
| 96 | 7.5.5 Upload Accounting Strings to ETS2 |
| 97 | 7.6 CBAs |
| 98 | 7.6.1 Obtain data from current ETS or other preferred source |
| 99 | 7.6.2 Review, update and QC data |
| 100 | 7.6.3 Convert data to format required for ETS2 |

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| 101 | 7.6.4 Perform test load of data to ETS2 |
| 102 | 7.6.5 Upload CBAs to ETS2 |
| 103 | 8 Help Desk |
| 104 | 8.1 Determine Help Desk strategy |
| 105 | 8.2 Define Help Desk structure |
| 106 | 8.3 Identify Help desk personnel |
| 107 | 8.4 Identify and document escalation procedures |
| 108 | 8.5 Train Help Desk personnel |
| 109 | 9 TMC Services |
| 110 | 9.1 Develop TMC Business Rules including VIP Services |
| 111 | 9.2 Define CBA parameters (e.g., # of CBAs per Org/Sub-Org) |
| 112 | 9.3 <ADD TASKS> |